

# Catholic Archdiocese of Adelaide

## 2024 Sacrament of Confirmation Directives and Guidelines for Ceremonies

Following are directives and guidelines from Archbishop Patrick O'Regan for the Sacrament of Confirmation Ceremonies for 2024, along with the process requirements to be adhered to.

**For assistance, contact:**

Leanne Heffernan, Office Manager, Archbishop's Office

Phone: 8210 8112 or Email: [sacramental\\_programme@adelaide.catholic.org.au](mailto:sacramental_programme@adelaide.catholic.org.au)

Baptism, the first of the Sacraments of Initiation in the Catholic Church, makes us members of the Church. Confirmation 'confirms' this Sacrament and brings us into deeper communion with Christ and the Church through the gifts of the Holy Spirit. This Sacrament is conferred by the Bishop or his nominated delegate through the imposition of hands and anointing with the Holy Oil of Chrism. The Sacrament of Confirmation makes us more like Jesus and strengthens us so that we can be people of great faith, hope and love in our lives.

### Ceremony Celebrants

Confirmation Ceremonies will be shared between the Archbishop, Vicar General and Parish Priest on an annual **rotational cycle**. The general concept is that each year a Parish will have a different celebrant, for example, Year 1 - Archbishop, Year 2 - Vicar General, Year 3 - Parish Priest.

### Ceremony Dates

Parishes are to co-ordinate with Schools/Colleges within their community regarding ceremonies and preferred dates are to be submitted to the Archbishop's Office.

Once the deadline for submitting preferred dates has passed, the Archbishop's Office will allocate the dates and celebrant for each Parish and notify the Parish accordingly.

### Ceremony Type

Confirmation ceremonies to be held:

- on **Weeknights and Saturday daytime** should be a Rite of Confirmation Outside Mass, with First Holy Communion celebrated at the following Sunday Mass (or, if numbers preclude this, at least within a calendar month) after the Confirmation is celebrated.
- within **Saturday Vigil and Sunday** Masses, First Holy Communion is to be celebrated during that Eucharist.

*NOTE: Confirmation Within Mass being celebrated at a weekend Parish Mass ought to include First Holy Communion.*

### Ceremony Times

Ceremonies should be held during Term 2 and Term 3 preferably.

Ceremonies to be held on weeknights (Tuesday to Fridays only) should be scheduled to commence at 7.00pm, and on Saturdays at 10.00am or 2.00pm.

## Candidate Numbers

Smaller group of up to 30 candidates are preferred.

## Candidate Baptism Certificate

The Baptism Certificate for each candidate should be sighted at the commencement of the program to confirm that have been baptised in the Catholic Roman Latin Rite.

## Candidate Sponsor

**There is only to be one sponsor per candidate.**

**This is in accordance with Canon Law (c.892) and a directive. Any past practices or delegations are abrogated.**

**Parish Priests and those who share in the ministry of preparation are to ensure that this is observed.**

The minimum requirement for the sponsor is that:

- he/she be 16 years or over;
- a Catholic who has been Confirmed and received First Holy Communion; and
- cannot be a parent of the candidate.

The role of the sponsor is two-fold is:

- to testify to the readiness of the candidate to receive the Sacrament; and
- to help the newly confirmed lead a Christian life and fulfil the obligations connected with it.

It is not simply an honour conferred by the candidates and their families, but an office undertaken on behalf of the Christian community. Canon Law (c.874) states that sponsors should *“lead a life in harmony with the faith and the role to be undertaken”*.

Sponsors should try to participate, as far as possible, in preparation programmes.

## Confirmation Stole

**Stoles should not be worn.**

A stole is worn by Bishops, Priests and Deacons and it is a sign of ordination.

## Liturgy Information

### Sundays (and Saturday Vigil Masses) in Easter, Advent, Lent & Feast of the Lord

- The Sunday Mass is celebrated.
- Use the readings and Psalm prescribed for that day.
- The creed is omitted; there is a Profession of Faith in the Confirmation ritual.
- The liturgical colour is as prescribed in the Ordo for that day.

### Sundays (and Saturday Vigil Masses) in Ordinary Time

- The Ritual Mass for Confirmation is celebrated including the addition to the Eucharistic Prayer.
- The Sunday readings and Psalm are used.
- The liturgical colour is red.

### Weekdays in Easter and Ordinary Time

- The Order of Confirmation outside of Mass is celebrated.
- The liturgical colour will be white for Easter and red for Ordinary Time.
- During Easter season, the readings and Psalm may be taken from:
  - the Mass of the day; **OR**
  - the readings in the Order of Confirmation with the First Reading from the Acts of the Apostles and a Gospel reading from John.

### Weekday Feasts of the Blessed Virgin Mary and Saints

- The Order of Confirmation outside of Mass is celebrated.
- The readings and Psalm are taken from the Mass of the day.
- The Creed is omitted; there is a Profession of Faith in the Confirmation ritual.
- The liturgical colour is red.

## Lectors (Readers) At Mass

**It is not appropriate for the Readings or the Prayers of the Faithful to be proclaimed by the Confirmation candidates at their ceremony.**

Any member of the Parish community, who is capable of proclaiming clearly and confidently in public; and who is willing to prepare prayerfully the Scriptures assigned, may carry out this ministry. One of the sponsors, or catechists, or a young person who was confirmed the previous year, may be thought especially suitable for this ministry.

## Hymns and Music

A list of pre-approved Hymns and Music for use in Confirmation celebrations are available on the Community Life & Worship website: [www.ofw-adelaide.org.au](http://www.ofw-adelaide.org.au).

For hymns **not** on the pre-approved list, a 'Request for Approval of Hymns' must be submitted with the draft Liturgy content. For note:

- Music by Hillsong is not liturgically appropriate for liturgies presided over by the Archbishop or his appointed delegate.
- Songs by David Haas are no longer covered by any Copyright Licence and therefore cannot be used.

## Resources to Assist in Liturgy Preparation

To assist with Liturgy preparation, there are proposed Readings, and a selection of Psalms and Gospel Acclamations that can be used. These are available on the Community Life & Worship website: [www.ofw-adelaide.org.au](http://www.ofw-adelaide.org.au)

## Certificate Signing and Presentation

**Certificates are to be placed in the Sacristy ready for signing by the Ceremony Celebrant (Archbishop or Vicar General) prior to the ceremony.**

Only the Certificates for the Sacrament being received at the Ceremony are to be available. *[Refer Certificate Details]*

Certificates are to be presented by a teacher/catechist to the newly confirmed in a simple manner without the calling out of names after the group photograph.

## Certificate Details

1. Certificates are to reflect the Sacrament that has taken place (i.e. Confirmation or First Holy Communion).

Where:

- 'Confirmation Only' is being received - only the one Certificate is to be available for signing.
- 'Confirmation and First Holy Communion' are being received in the one Ceremony - both separate Certificates are to be available for signing.
- 'First Holy Communion' is to be received separate to the Confirmation Ceremony - the Parish Priest is to sign the Certificate for this Sacrament.

2. Details on the Certificates should have:

### Certificate - Sacrament of Confirmation

- Name of Candidate
- Name Taken in Confirmation (Optional)
- Was Confirmed with the Holy Spirit by the laying of hands and anointing with Sacred Chrism
- Date of Confirmation
- Church Name and Parish (e.g. St Francis Xavier's Cathedral, Adelaide Parish)
- Celebrant Name and Title (Under Place for Signature):
  - Most Rev Patrick O'Regan, Archbishop of Adelaide
  - Father Dean Marin, Vicar General
  - Father XXXXX, Parish Priest
- Sponsor (One Only) (Inclusion Optional)

### Certificate - First Holy Communion

- Name
- Received the Holy Communion for the first time
- Date
- Church Name and Parish (e.g. St Francis Xavier's Cathedral, Adelaide Parish)
- Celebrant Name and Title (Under Place for Signature):
  - Most Rev Patrick O'Regan, Archbishop of Adelaide
  - Father Dean Marin, Vicar General
  - Father XXXXX, Parish Priest

## Photographs

No photographs may be taken during the Mass/Ceremony.

At the conclusion of the final hymn, the newly confirmed, without their sponsors, come forward and, being directed by one of the teachers/catechists, take up a position in front of the altar if possible, ready for a group photo. After this group photo is taken, there will be opportunity for individual photos to be taken.

*NOTE: Where a professional photographer will be present, it is preferable that family/friends can take photographs at the same time as the photographer for both the group and individual shots. Noting for the individual shots that those who have elected to purchase professional photographs and wish to have their photograph taken with the Celebrant should be given priority to assist with managing the photographer's time.*

## Confirmation Cards

Confirmation Cards for the Newly Confirmed are to be sent to their place of Baptism for recording in the Parish Register as soon as possible following the ceremony.

## Candidates Unable to Attend Ceremony

If a candidate is unable to attend/does not show at their designated ceremony, joining another Confirmation Ceremony is the preferred option. Please contact the Archbishop's Office to discuss alternative arrangements.

If this is not possible, and the candidate is to be confirmed during a regular Mass, a written request for delegation must be submitted to the Archbishop containing the name of candidate, location and time of Mass, by the Parish Priest.

## Running Outline for Ceremony

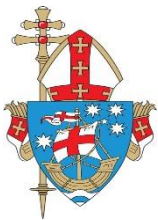
1. There is no need for incense, unless that is the usual practice of the Parish.
2. The candidates and sponsors take part in the Entrance Procession, and then return immediately to their allocated place.
3. It is desirable that the Responsorial Psalm be sung. This should not be a hymn substituted for the Psalm but the actual Psalm.
4. The Readings that are proclaimed during the Liturgy of the Word ought to be proclaimed from the Lectionary and not individual pieces of paper, even if they are inserted into a folder. This preserves the dignity of the Word of God.
5. The Liturgy of the Word proceeds in the usual way until the Gospel is proclaimed. The assisting Priest then presents the candidates to the Celebrant (Archbishop / Vicar General / Parish Priest). The candidates stand up in their places as their names are called, then sit again for the homily.
6. After the homily, remaining in their places, the candidates renew their baptismal promises, according to the formula for Confirmation.
7. The Celebrant then invites the candidates to come to the sanctuary with their sponsor. Where physical space allows, they are to form a semi-circle facing the altar, leaving enough space for the actions which follow. (Note: If a semi-circle is not possible due to spacing, then be creative, e.g. two semi-circles one behind the other, split group into two.)
8. After inviting the people to silent prayer, the Celebrant and concelebrants move along the semi-circle, laying hands on each candidate. Unless there is a very large number of candidates, this is best done in silence. The Celebrant then prays the prayer.

*NOTE: Health and safety protocols issued by the Archbishop's Office and Celebrant requirements must be observed.*

9. The sponsor then places their right hand on their candidate's right shoulder. The Celebrant once again moves along the semi-circle with the Oil of Chrism. As he stops at each candidate, the sponsor tells him the Confirmation name and the Bishop anoints, saying "[Name], be sealed with the gift of the Holy Spirit". The newly confirmed replies "Amen". The Celebrant touches him/her on the cheek, saying "Peace be with you", to which the newly confirmed replies "And with your spirit".

*NOTE: Health and safety protocols issued by the Archbishop's Office and Celebrant requirements must be observed.*

10. The Confirmation Card, with the details of the person newly confirmed, is then given to the assisting Minister.
11. The newly confirmed remain in place until the conclusion of the Prayers of the Faithful.
12. The Ceremony then continues as usual, and if a Mass with a time for silent prayer after communion.



# Catholic Archdiocese of Adelaide

## 2024 Sacrament of Confirmation Process Requirements for Ceremonies

<b>Step 1.</b>	<b>'Preferred Date' Request</b>
	<p>Preferred dates must be submitted on the 'Date Request Form'.</p> <p>The completed 'Date Request Form' must be signed by the Parish Priest/Migrant Chaplain and returned to the Archbishop's Office.</p>
<b>Step 2.</b>	<b>'Scheduling' Notification</b>
	<p>Once the due date for the return of Date Request Form has passed (refer form), dates and celebrants for the ceremonies will be allocated by the Archbishop's Office.</p> <p>Notification of their allocated date(s) and celebrant ('Ceremony Allocation Details'), along with details of requirements for ceremonies, will be sent via email to both Parishes and any nominated Schools/Colleges contacts.</p> <p><i>NOTE: For those ceremonies to be conferred by the Parish Priest, a written mandate will be provided by the Archbishop approximately two weeks out from the date of the ceremony.</i></p>
<b>Step 3A.</b>	<b>'Liturgy' Requirements</b>
	<p>Liturgy content <b>must be</b> approved by the Archbishop, via the Community Life &amp; Worship Team.</p> <p>Liturgy content should be completed and forwarded to the Archbishop's Office <b>no less than six weeks prior</b> to the date of ceremony.</p> <p>Once approved, notification of the approved Liturgy content will be sent back to the submitter.</p> <p><b>Templates For Use</b></p> <p>The Ceremony Liturgy should be based on the templates developed by the Community Life &amp; Worship Team, which have a focus on children for the liturgy, prayers and hymns/music and are located on their website: <a href="http://www.ofw-adelaide.org.au">www.ofw-adelaide.org.au</a></p> <p><i>NOTE: Selection of hymns/music <b>outside</b> of the pre-approved list will require completion of 'Request for Hymn Approval Form', which can also be found on the website.</i></p>
<b>Step 3B.</b>	<b>'Ceremony Details Sheet' Requirements</b>
	<p>For ceremonies to be celebrated by the Archbishop or Vicar General, completion of the 'Ceremony Details Sheet' is required at the time of submitting the Liturgy content.</p> <p>A 'Ceremony Details Sheet' is required to be completed for each ceremony.</p> <p><i>NOTE: A 'Ceremony Details Sheet' will be provided at time of notification of dates and celebrant allocation.</i></p>
<b>Step 4.</b>	<b>'Ceremony Conducted' Follow-Up</b>
	<p>Following the ceremony, a 'Ceremony Summary Form' is to be completed by the Parish and returned to the Archbishop's Office, along with a 'List of Names of the Newly Confirmed' (i.e. Date and Location of Ceremony, and First Names and Last Name).</p>